**Brief History of IAD**
The Institute for Aboriginal Development (IAD) was established in 1969.

It is an independent Aboriginal community controlled culture, language, publication and adult education resource centre serving the Aboriginal community of Central Australia.

**Recognition of Prior Learning and Credit Transfer**
Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and competencies already obtained through formal or informal study, experience in the workplace, voluntary work or life experiences.

If you think your previous study and or experiences may be relevant to the unit/s in which you are enrolling discuss this with the trainer who will explain the RPL process.

IAD may accept the qualifications issued by other RTO’s. If you have statements of attainment for one or more of the units or modules in the course for which you are applying these credits may be transferred. Please ask the trainer who will explain the credit transfer process.

**The Aims of the Institute**

- To help Aboriginal people to develop the knowledge and skills required to cope with cross-cultural situations
- To devise and carry out educational and other programs related to the needs and aspirations of Aboriginal people.
- To promote cross-cultural understanding through specific programs for non-Aboriginal people.
- To maximise the involvement of Aboriginal people in the management of the Institute.

**Certificate III in Business Administration**

INSTITUTE FOR ABORIGINAL DEVELOPMENT

Certificate III in Business Administration
BSB30412

Institute for Aboriginal Development (Aboriginal Corporation)
PO Box 2531, 3 South Terrace
Alice Springs, NT 0870
Phone: (08) 8951 1311
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www.iad.edu.au

2015
Certificate III in Business Administration  

**Description**
This qualification reflects the role of individuals who apply a broad range of administrative competencies in varied work contexts, using some discretion and judgment. They may provide technical advice and support to a team.

**Job Roles**
Accounts Receivable Clerk, Accounts Payable Clerk, Data Entry Operator, Clerk, Junior Personal Assistant, Receptionist, Office Administration Assistant, Office Administrator or Word Processing Operator

**Qualification Pathways**

**Prerequisite requirements**
There are no prerequisite requirements for individual units of competency.

**Pathways into the qualification**
Preferred pathways for candidates considering this qualification include:
- after achieving the BSB20112 Certificate II in Business or other relevant qualification/s
- providing evidence of competency in the majority of units required for the BSB20112 Certificate II in Business or other relevant qualification/s
- with some vocational experience assisting in a range of support roles without a formal business qualification

**Pathways from the qualification**
- BSB40507—Certificate IV in Business Administration

**Qualification Structure**
To attain the Certificate III in Business Administration, all the below 13 competencies (2 core units and 11 elective units) must be successfully completed.

<table>
<thead>
<tr>
<th>Competency Code</th>
<th>Competency Title</th>
<th>Unit Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of self and others</td>
<td>50</td>
</tr>
<tr>
<td>BSBITU307A</td>
<td>Develop keyboarding speed and accuracy</td>
<td>20</td>
</tr>
<tr>
<td>BSBFIA303A</td>
<td>Process accounts payable and receivable</td>
<td>30</td>
</tr>
<tr>
<td>BSBADM3078</td>
<td>Organise schedules</td>
<td>5</td>
</tr>
<tr>
<td>BSBITU302A</td>
<td>Create electronic presentations</td>
<td>20</td>
</tr>
<tr>
<td>BSBITU303A</td>
<td>Design and produce text documents</td>
<td>90</td>
</tr>
<tr>
<td>BSBITU304A</td>
<td>Produce spreadsheets</td>
<td>35</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Design and produce business documents</td>
<td>80</td>
</tr>
<tr>
<td>BSBWRT301A</td>
<td>Write simple documents</td>
<td>30</td>
</tr>
<tr>
<td>BSBCUS301A</td>
<td>Deliver and monitor a service to customers</td>
<td>30</td>
</tr>
<tr>
<td>BSBINM202A</td>
<td>Handle mail</td>
<td>15</td>
</tr>
<tr>
<td>BSBWOR202A</td>
<td>Organise and complete daily work Activities</td>
<td>20</td>
</tr>
</tbody>
</table>